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**Youth Outreach Specialist**

**Community and Economic Development Office, Community Engagement**

This AmeriCorps position will serve as part of CEDO’s EACH Youth AmeriCorps program. Our members will receive training and provide direct service to support the program goals to expand culturally appropriate youth programming and family supports to close opportunity gaps, support school engagement for youth graduating ready for career or further education, and keep youth safe, on track, and given access to opportunity. Our members will provide innovative responses to pressing community problems with city departments, state agencies, education institutions and nonprofit organizations in Burlington, Winooski, and surrounding areas of Chittenden County. At the end of the program year AmeriCorps members will be responsible for improved academic engagement and increased community connections for access to employment, internships, training and education for youth.

This AmeriCorps member will develop relationships with students, agencies, parents, and community leaders to help them understand, connect and better network with City opportunities. This member will help identify students and youth and encourage participation and collaboration among youth organizations. They will help identify and eliminate barriers to participation such as process, cost, climate or transportation and share perspectives about how to best serve diverse populations in the City.

**Key Responsibilities:**

* Coordinate collective community efforts to reduce disparities for youth through direct outreach and activities with community youth programs and schools
* Engage stakeholders in advancing local MBK strategy of connecting youth to City’s programs and employment
* Research municipal tools, resources, and examples that help advance social justice, diversity and equity, youth empowerment, employment, and accessibility
* Advance community awareness and connectedness about City and community events and initiatives through social media engagement tools
* Analyze data and pre and post survey program participants
* Gather data on participant demographics
* Develop relationships with local organizations to increase youth programming opportunities
* Serve closely with the CEDO’s Community Development Specialist in all aspects of the
* Create written documents such as letters, event outlines and program prospectus
* Assist in coordinating internship and youth programs with City Departments and/or community organizations.

**Secondary Responsibilities :**

* Identify ways in which all of City youth programs and events can be better reach and serve youth populations
* Manage social media accounts for youth and MBK initiatives
* Other responsibilities identified by supervisor

**Skills and Qualifications:**

* Knowledge of Burlington’s neighborhoods and community initiatives
* Self-awareness in personal reflection, ability to perform activities cooperatively and receive and provide guidance.
* Comfortable serving with people from diverse backgrounds and experiences
* Self-initiative to drive projects and tasks forward with collaboration and communication
* Leadership to serve as an integral part of a team of energetic and committed individuals
* Commitment to supporting community needs and promoting healthy dialogue
* Communication : Basic written and verbal communication in English, other languages highly valued
* Background in community development preferred, no specific educational degree is required
* Reliable transportation and mode of communication

**Minimum Qualifications:**

* US citizen or have permanent resident status
* At least 18 years of age upon entering the Pre-Service Orientation (no upper age limit), or 17 years of age with written parental permission;
* High school graduate or have a GED certificate, or be willing to work towards GED as part of service-year successful completion requirement.
* Has not been convicted of murder or required to be on a sex offender registry, and is willing to undergo a National Service Criminal History Check
* Commitment to the goals of the CEDO’s EACH Youth AmeriCorps program

**Additional Information:**

Service conditions are indoor and outdoor and in all weather

Positions begin September 4th, 2017 and end August 17th, 2018.

This position is: (check one)

\_X\_**Full Time position** requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of $14,000 (pre-tax), and an education award of $5,775 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and substantial training opportunities.

**\_\_Half Time position** requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of $7,406 (pre-tax), and an education award of $2,888 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and substantial training opportunities.

This position (check one)

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\_\_does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply**: Send a resume, cover letter and two (2) references to CEDO’s EACH Youth AmeriCorps Program [americorps@burlingtonvt.gov](mailto:americorps@burlingtonvt.gov) **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: Open until filled

Additional information on AmeriCorps is available at [*www.americorps.org*](http://www.americorps.org) *.*

**The Community and Economic Development Office of The City of Burlington sponsors this position through the AmeriCorps program and will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact 802-865-7516.**